



GRANTEE CONFLICT OF INTEREST DISCLOSURE

Compliance Requirement. IDHS Grantees must immediately disclose in writing to the Program Administrator any actual or potential conflict of interest as soon as it becomes known, in accordance with 30 ILCS 708/35, 30 ILCS 708/60(a)(5), 44 Ill. Admin. Code 7000.330(f) and the grant agreement. This disclosure must be submitted for the Grantee and all sub-recipients or pass-through entities, whenever an actual or potential conflict may exist.

Continuing Obligation. IDHS Grantee has a continuing obligation to disclose IDHS financial or other interests (public, private, direct or indirect) that may be a potential conflict of interest, or which could prohibit Grantee from entering or continuing the programs for which the grant is intended.

Grantee Form Submission: This form must be completed, signed, and returned for any State or federal grant funds awarded to the Grantee by IDHS. For conflicts that exist at the time of grant application submission, submit this form with your grant application materials. If no actual or potential conflicts exists, the grantee should indicate "no conflicts." For conflicts that arise after application submission, submit this form to your designated grant program point of contact within 7 calendar days after the conflict has been identified

Examples of situations which may be a potential conflict of interest may include, without limitation:

- 1) Grantee has an employee, board member, trustee, or immediate family member of employee, board member, trustee, who:
 - a. holds an elected or appointed office in Illinois
 - b. holds a seat in the Illinois General Assembly
 - c. is an officer or employee of any state board, commission, authorities or holds an elected or appointed position or is employed in any of the offices or agencies of government
- 2) Grantee has a financial interest, including ownership of stocks or bonds, in a firm which is a vendor or contractor
- 3) Outstanding financial commitments to any vendor or contractor of the Grantee
- 4) A close personal relationship that may include, without limitation, a spouse, dependent child or member of the technical advisor's household that may compromise or impair the fairness and impartiality of the technical advisor and grants officer during the solicitation development, proposal evaluation and award selection process, and the management of an award
- 5) Negotiation of employment with any current or potential sub-recipient or vendor of the Grantee

Remedies for Non-Compliance. IDHS may pursue remedies for non-compliance in accordance with 2 CFR 200.339 and 44 Ill. Admin. Code 700.330(f)(1)(c) if the Grantee fails to provide the mandatory conflict of interest disclosures as required.

Determination Notification to Grantee. This form, with IDHS' determination of a conflict of interest, will be sent to the Grantee within 90 days of receipt of this form by the appropriate IDHS contact.



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This section to be completed by the Grantee CEO or authorized designee:

Grantee Agency Name: _____

Grant Program: _____ Fiscal Year: _____

Please list any actual or potential conflicts of interest (If no conflicts exist report "no conflicts")

Grantee Representative Printed Name and Signature

Date

THIS SECTION FOR IDHS USE ONLY

This section is to be completed by the Program Administrator for the grant program.

Recommendation: No Conflict Potential Conflict (explain selection below):

Program Administrator Printed Name and Signature

Date

This section is to be completed by the Program Supervisor for the grant program, if a conflict of interest exist.

Recommendation: No Conflict Potential Conflict (explain selection below):

Program Administrator Printed Name and Signature

Date

This section is to be completed by the Director or Associate Director, if a conflict of interest exist

The Program Associate Director or Director may obtain the assistance of the IDHS Chief Accountability Officer or Ethics Officer to reach an opinion or resolution.

Recommendation: No Conflict Potential Conflict (explain selection below):

How will this conflict be eliminated or mitigated? (Specific Conditions must be included in the Grant Agreement):

Director or Associate Director Printed Name and Signature

Date